

COAKLEY EXECUTIVE COMMITTEE

Meeting Minutes

Thursday, March 19, 2026

Law Library, Portsmouth City Hall, 1 Junkins Avenue, Portsmouth, NH
and via Microsoft Teams

The Coakley Executive Committee meeting commenced at 10:03 a.m.

In person attendance: Glenn Normandeau, Chair; Susan G. Morrell, City of Portsmouth City Attorney; Attorney Kevin Chen, Foley Hoag LLP; Peter Britz, City of Portsmouth Director of Planning and Sustainability; Jillian Harris, City of Portsmouth Principal Planner and Barbara Zulkiewicz, City of Portsmouth Administrative Assistant, Legal

Attendance via Microsoft Teams: Attorney Seth Jaffe, Foley Hoag LLP; Attorney Curtis Shipley, Ellis Winters LLP; and Joe Montello, Eagon & Associates

I. Review minutes of the January 15, 2026 Coakley Executive Committee Meeting.

Chair Normandeau moved to approve the minutes; Attorney Chen seconded. On a vote of 3-0, the motion was approved.

OU-1

OU-1 INVOICES

II. A. All payment certifications are dated March 19, 2026

B. Invoices

Invoices	OU-1 Amount	%
City of Portsmouth Finance Dept.		
Blue Bird Storage		
a. 74471 (Svcs through 02/28/26, Inv date 02/03/26)	\$ 185.50	50%
b. 75350 (Svcs through 03/31/26, Inv date 03/13/26)	\$ 185.50	50%
City of Portsmouth Tax Collector		
Monthly Fee		
c. 2903280612 (Svcs through 02/28/26, Inv date 02/28/26)	\$ 3,750.00	50%
d. 2903337111 (Svcs through 03/31/26, Inv date 03/16/26)	\$ 3,750.00	50%
EAGON & Associates, Inc.		
Consulting Services		
e. 1047B-120-2631 (Svcs through 02/07/26, Inv date 02/28/26)	\$ 477.00	50%
f. 1047B-2202628 (Svcs through 02/28/26, Inv date 03/06/26)	\$ 919.00	50%
WSP USA		
2025 Spring LTM		
g. 40328650 (Svcs through 12/31/25, Inv date 03/13/26)	\$ 597.50	20%
h. 40320952 (Svcs through 11/28/25, Inv date 03/13/26)	\$ 3,279.10	20%

1/31/2026	\$ 4,153.50	\$ -
7/31/2026	\$ 4,153.50	\$ -
Total	\$ 187,312.00	\$ 118,579.50

III. OU - 1 ACTION ITEMS

A. Total of invoices requested for approval: **\$21,015.35**

IV. OU - 1 RECORD ITEMS

A. Trust balance as of 2/28/2026 **\$252,637.23**

B. 2026 OU-1 Invoices paid to date:

Date Approved	Amount Paid
1/15/2026	\$21,570.98
Total paid in 2026	\$21,570.98

OU-2

OU-2 INVOICES:

V. A. All payment certifications are dated March 19, 2026

B. OU-2 Invoices

Invoices	OU-2 Amount	%
City of Portsmouth Finance Dept.		
Blue Bird Storage		
a. 74471 (Svcs through 02/28/26, Inv date 02/03/26)	\$ 185.50	50%
b. 75350 (Svcs through 03/31/26, Inv date 03/13/26)	\$ 185.50	50%
City of Portsmouth Tax Collector		
Monthly Fee		
c. 2903280612 (Svcs through 02/28/26, Inv date 02/28/26)	\$ 3,750.00	50%
d. 2903337111 (Svcs through 03/31/26, Inv date 03/16/26)	\$ 3,750.00	50%
EAGON & Associates, Inc.		
Consulting Services		
e. 1047B-120-2631 (Svcs through 02/07/26, Inv date 02/28/26)	\$ 477.00	50%
f. 1047B-2202628 (Svcs through 02/28/26, Inv date 03/06/26)	\$ 919.00	50%
WSP USA		
2025 Spring LTM		
g. 40328650 (Svcs through 12/31/25, Inv date 03/13/26)	\$ 2,390.00	80%

1/31/2026	\$ 6,785.00	\$ 6,785.00
7/31/2026	\$ 6,785.00	\$ 6,785.00
Portsmouth		
1/31/2026	\$ 89,430.00	\$ 89,430.00
7/31/2026	\$ 89,430.00	\$ -
Waste Management		
1/31/2026	\$ 7,707.00	\$ -
7/31/2026	\$ 7,707.00	\$ -
Total	\$ 333,989.00	\$ 153,222.00

VI. OU-2 ACTION ITEMS

A. Total of invoices requested for approval: **\$48,792.49**

VII. OU - 2 RECORD ITEMS

A. Trust balance as of 3/31/2026: **\$331,535.83**

B. 2026 OU-2 Invoices paid to date:

Date Approved	Amount Paid
1/15/2026	\$52,138.47
Total paid in 2026	\$52,138.47

VIII. COMBINED OU – 1 & OU – 2 ACTION ITEMS

A. Report of Peter Britz and Jillian Harris of the City of Portsmouth dated March 19, 2026

WSP Long-term Monitoring Services:

The 2024 Annual Report and Spring 2025 reports were finalized and submitted to the agencies. The 2025 Annual Report draft is expected to be completed by the end of March, and the Spring 2026 sampling will be scheduled for the late May - early June time frame.

Surface Water / Groundwater Evaluation: The Surface Water / Groundwater Evaluation work schedule was extended due to drought conditions in the fall and then delayed due to the amount of snow during the winter. EPA was informed and advised that the field work and reporting is anticipated by July. WSP submitted a proposal for the

X. OTHER BUSINESS

Joe Montello advised that he will be working on a limited basis through May and will be transitioning Coakley matters to Victoria Warren at Eagon. Joe was thanked for his great work by the Committee.

XI. PUBLIC COMMENT

Michael Tully, North Hampton, New Hampshire Town Administrator advised that the EPA contacted him for a 5-year interview. Mr. Tully stated it was hard to get information out to the public and suggested that a public meeting be scheduled with Bethany Church as a possible venue.

XII. SCHEDULE THE NEXT COAKLEY EXECUTIVE COMMITTEE MEETING

The next meeting of the Coakley Executive Committee was scheduled for Thursday, April 20, 2026 at 10:00 a.m. in the Law Library at Portsmouth City Hall.

XIII. NON-PUBLIC SESSION If needed – No public session

Chair Normandeau moved to adjourn the meeting. Attorney Chen seconded the motion. The meeting was adjourned at 10:30 a.m.

Dated: April 30, 2026


Glenn Normandeau, Chair
Coakley Executive Committee

As approved on: April 30, 2026

Respectfully submitted,
Barbara Zulkiewicz